



Rocky Mountain
Remediation Services LLC
protecting the environment

PROCEDURE

QA REVIEW OF RMRS DOCUMENTS

QA 05 02

Revision 1

Date Effective 05/12/99

APPROVED


Manager Quality Assurance

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1.0 PURPOSE

This procedure provides direction for the review of RMRS documents by the RMRS Quality Assurance organization

This procedure implements DOE Order 5700 6C Quality Assurance 10 CFR 830 120 Quality Assurance Requirements the RMRS Quality Assurance Program Description (RMRS QAPD 001) and QA 05 01 Preparation and Control of RMRS Documents

2 SCOPE

This procedure applies to RMRS QA personnel involved in the review of documents for quality affecting activities or processes including but not limited to policies directives manuals procedures instructions IWCP initiated work packages procurement documents scopes of work and plans

This procedure does not circumvent or relieve organizations or individuals from required reviews that may be identified in other programs or procedures

This procedure does not apply to the review of documents not specifically identified herein (i.e. operations orders shift orders etc.)

3 DEFINITIONS

Definitions provided herein are specific to this procedure. All other unique terms may be located in the Quality Assurance Glossary of Terms found in the Site Quality Assurance Manual or in the Site Documents Requirements Manual (SDRM) Glossary of Terms

4 RESPONSIBILITIES

4.1 Quality Assurance Manager

- Appoint knowledgeable personnel to review documents for compliance with requirements
- Ensure appointed personnel are aware of and understand the requirements of this procedure
- Periodically review compliance with this procedure

4.2 Quality Engineers

- Are accountable for compliance with this procedure during the course of reviewing documents
- Are accountable for maintaining their qualification as a Quality Engineer in accordance with RMRS QA-02 01 Qualification and Certification of Quality Assurance Personnel
- Are responsible for providing timely response to review requests, and escalating issues related to reviews, including but not limited to schedule conflicts, deviations from requirements, etc

5 INSTRUCTIONS**5.1 Receipt**

The Quality Assurance Manager (QAM) or Quality Engineer receives the document for review, and verifies the date the review is needed, and ensures that the review is applicable for RMRS QA. Reviews that can not be completed within the requested time or for which the review should be completed by another organization, the QAM or QE will return the document and provide an explanation to the individual delivering the document. Reasons for not completing the review should be informally documented.

5.2 Review**5.2.1 IWCP Work Packages should be reviewed for the following**

- The work package should be developed to the appropriate IWCP procedure and include a concise and complete Work Control Form (WCF)
- The work package should include a concise and accurate scope of work
- The package should include the appropriate reviews
- The work package should include an accurate and complete bill of materials, equipment requirements, and resource definitions.
- The work package should include engineering documents, as applicable.
- The work package should include appropriate witness and hold points, post-installation testing requirements, inspection requirements, qualification/training requirements, measuring and test equipment, and acceptance criteria.
- Work packages should have been subjected to the appropriate reviews, including Safety Evaluation Screens, and ORC reviews
- Work packages should include a concise listing of procedures required to complete the work, and the appropriate health and safety analysis, documentation, and identification of PPE, as required
- Work packages should include proper hazard classification of work.
- Work Packages should clearly identify responsibilities for the performance of specific elements of work (K-H, subcontractors, third-tier subcontractors, etc.)
- Work packages should clearly indicate who is responsible for the quality of the work and who will provide quality oversight of the work.
- Work Packages should include reference to NCRs or CAPs that are being resolved as a result of completing the work package
- As required by the appropriate IWCP procedure the work package should contain the following forms and/or attachments

Walkdown Checklist

Review Comment Sheet

Planning Feedback Report

Pre Evolution Briefing Record

NRWOL and associated log

ReStart Prerequisites

SES, USQD, MSDSs

Soil Disturbance Forms

Confined Space Entry Form

Simultaneous Activity Request

Emergency Action Work Log

Hot Work Checklist

Drawings, sketches, procedures

- 5 2 2 Procurement Requisitions (PRs) should be reviewed for the following
- Appropriate application of procurement levels (ref Appendix A Procurement Level Application Guidance)
 - Appropriate Application of Router Codes (ref Appendix B Router Code Application Guidance)
 - All attachments to the PR are identified within the Items/Services Description section of the PR
 - Procurement Level 1 PRs related to services should include a Statement of Work (ref 5 2 3 below) Revisions or extensions to existing PRs for services require the same level of review as the original issuance of the PR Accordingly the Statement of Work will be reviewed for continuance of the service
 - Procurement Level 2 PRs related to services should include a Statement of Work (ref 5 2 3 below) Revisions or extensions to existing PRs for services require the same level of review as the original issuance of the PR Accordingly the Statement of Work will be reviewed for continuance of the service
 - Procurement Level 1 and 2 PRs related to items should include concise specifications for the item or materials on site inspections including model numbers part numbers certificates of material compliance requirements calibration requirements (including NIST reference as appropriate) warranty specifications service contracts I specifications etc
 - PRs related to the procurement of standard office supplies or materials including computers and non-process specific software do not require RMRS QA review and should be returned
- 5 2 3 Statements of Work should be reviewed for the following
- SOWs should clearly state the project or service objective(s)
 - SOWs should include specific milestones and deliverables and a related schedule of performance or duration description
 - SOWs should clearly reference applicable site infrastructure including NCRs CAPs training and quality requirements that will be imposed on the subcontractor
 - SOWs should clearly indicate references and where such references may be obtained
 - SOWs should clearly identify quantities where applicable
 - SOWs should state inspection requirements and require that subcontractors where applicable submit an inspection plan and/or oversight plan to ensure compliance with the SOW
 - SOWs should clearly depict security and training requirements for access to the Site and the specific work areas
 - SOWs should clearly depict safety requirements and hazards associated with the specific scope of work and what safety documentation must be submitted by the subcontractor/vendor
 - If the SOW is for subcontracted services and the subcontractor will be providing measuring and test equipment, specifications for calibration and control must be clearly depicted
 - If the SOW is for staff augmentation clear education experience qualification and/or certification specifications should be clearly depicted
- 5 2 4 Documents as defined in the Site Documents Requirements Manual (SDRM) or RMRS-QA 05 01 Preparation and Control of RMRS Documents should be reviewed for
- Compliance with the governing applicable document (ref SDRM or RMRS-QA-05 01)
 - The document has been developed to the appropriate criteria for its intended use (i e policy directive procedure etc)
 - The list of reviewers is appropriate for the scope of the document
 - Where applicable procedures and instructions should be reviewed for incorporation of acceptance criteria and use of graded approach and compliance with the RMRS and Site QA programs

- Documents have been reviewed by ORC and/or received a SES where applicable. If documents have not yet been subjected to such reviews, a clear indication should exist that the document will be so reviewed in the future, and prior to approval.
- The document identifies the forms and/or documents generated as a result of implementation and whether they are considered quality, or non-quality related. Record disposition should also be depicted.
- Plans should be reviewed in accordance with the procedure review provisions depicted in SDRM or RMRS-QA-05 01.
- References to appropriate standards and requirements should be included.
- Clearly identify roles and responsibilities should be included.

5.2.5 Closed IWCP Work Packages for construction, D&D, environmental remediation, and waste management projects are to be reviewed against the following items listed in this section. The reviewer is responsible for completing a IWCP Closure Review Scorecard (Appendix 1) for each work package. The completed scorecard becomes part of the work package. A copy of the completed scorecard is then forwarded to RMRS – QA Systems Engineer for tracking and trending.

- The closed work packages should include evidence that all post-installation testing requirements, inspection requirements, measuring and test equipment, and acceptance criteria have been met. This evidence should include the name of the person verifying the requirements, the date the results were verified, and the actual results.
- The attachments to closed work packages should include completed logs, system operability checklist, LO/TO, TSR, comment and review sheets, and/or emergency logs.
- The closed work packages should include evidence that procured material was verified against all applicable specifications.
- The closed work packages should include evidence of calibration and control for measuring and test equipment used by the RMRS subcontractor for subcontracted services.
- The closed work packages should include reference to NCRs or CAPs that are intended to be resolved as a result of completing the work package.
- The closed work packages should include evidence that all documents, procedures, and instructions contained in the work package are controlled.
- The closed work packages should include all appropriate quality records and review of those records to ensure they are correct and complete.

Notes

- [1] The reviewer may return the work package to the project manager for completion of missing items.

5.3 Comment Format, Submittal, Resolution, and Conflict Resolution

- 5.3.1 Comments should be documented in the format requested by the originator or in accordance with the provisions of SDRM or RMRS-QA-05 01, as applicable. Comments may be made in margins or on separate pages if not specific directions are provided.
- 5.3.2 Comments should be returned to the originator or his/her designee within the specified timeframe and where possible, documentation should exist to evidence the transmittal.
- 5.3.3 Comments should be resolved and the document reflect the changes prior to concurrence, acceptance, or approval by the QE. Comments to which the originator and reviewing QE can not reach agreement should be escalated to the RMRS QAM.

6 RECORDS

The following documents are initiated processed or maintained as a result of this procedure and shall be processed as follows

Record Identification	Record Type Determination	Protection / Storage Methods	Processing Instructions
Documents NOT related to WIPP/LL/LLM <ul style="list-style-type: none">Completed IWCP Closure Review Scorecard Forms	<i>Not considered to be a Quality Assurance Record</i>	Quality Engineers shall implement reasonable level of protection to prevent loss and/or degradation while in process. Document(s) shall be protected utilizing standard office filing equipment and methods when not in use.	Continue prescribed processing of document(s) The completed scorecard will become part of the completed IWCP and will be processed in accordance with the IWCP records requirements.

7 REFERENCES

- 7.1 RMRS QAPD 001 RMRS Quality Assurance Program Description
- 7.2 RM 06 02 RMRS Records Identification Generation and Transmittal
- 7.3 DC 06 01 RMRS Document Control Program
- 7.4 PROCEDURE QA-05 01 Preparation and Control of RMRS Documents
- 7.5 DOE Order 5700 6C Quality Assurance
- 7.6 10 CFR 830 120 Quality Assurance Requirements
- 7.7 Kaiser Hill Procurement Process Desk Manual Section 47 Guides for Writing SOWs
- 7.8 K-H Procurement System, Vol I II and III
- 7.9 Integrated Work Control Program

APPENDIX I

IWCP Closure Review Scorecard

IWCP Description	IWCP Number
Reviewed By	Review Date

Criteria	Score
Evidence that all post-installation testing requirements inspection requirements and acceptance criteria have been met.	
Completed logs, system operability checklist, LO/TO TSR, comment and review sheets, and/or emergency logs attached to work package.	
Evidence that procured material was verified against all applicable specifications	
Evidence of calibration and control for measuring and test equipment used by the RMRS subcontractor for subcontracted services	
Reference to NCRs or CAPs that are intended to be resolved as result of completing the work package	
Evidence that all documents procedures, and instructions contained in the work package are controlled.	
Inclusion of all appropriate quality records and review of those records to ensure they are correct and complete	
Overall Score (Average)	

Have all work packages associated with the project been accounted for?

☐ Yes ☐ No**Scoring criteria****NA** Criteria is not applicable (Not included in calculating Overall Score)

- 0** No evidence exists, unable to reconstruct evidence
- 1** No evidence exists requires significant effort to complete reconstruction of evidence
- 2** Some evidence exists requires partial reconstruction of evidence. Major omissions and/or errors that require significant effort to correct
- 3** Most evidence exists Moderate omissions and/or errors that require moderate effort to correct.
- 4** Almost all evidence exists Minor omissions and/or errors that are easily corrected.
- 5** All evidence exists and is clear, complete and thorough A model of excellence

cc RMRS-QA Systems Engineer